

Elevator Section  
PO Box 44480  
Olympia, Washington 98504-4480  
Phone (360) 902-6130 Fax (360) 902-6132  
Web Site [www.LNI.wa.gov/scs/elevators/](http://www.LNI.wa.gov/scs/elevators/)

## **ELEVATOR COMPANY/CONTRACTOR CHECK LIST COMPLETE PRIOR TO CALLING FOR A ELEVATOR INSPECTION**

### **MACHINE ROOM REQUIREMENTS**

- ☐ Permits must be posted
- ☐ A copy of approved set of plans must be kept in the machine room.
- ☐ Any variances must be posted in the machine room.
- ☐ Permanent safe access provided.
- ☐ Machine room door to be self-locking and self-closing (store-room type lock).
- ☐ Machine room enclosure complete (minimum of 7 feet headroom clearance).
- ☐ Machine room ventilation per the Elevator Company and local building department.
- ☐ Only elevator related items in machine room. No pipes or ducts can be accessed or run through the machine room.
- ☐ Class ABC fire extinguisher must be provided.
- ☐ GFI outlet.
- ☐ Separate circuit (110 volts) with lockable disconnect for elevator cab lighting.
- ☐ Permanent lights, light switches, and GFI type outlets installed on separate circuits.(NEC requires overcurrent protection to be in the machine room for cab lighting)
- ☐ Proper working clearances must be maintained.
- ☐ All circuits must be labeled and their location indicated on panels.

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**SHUNT TRIP AND SMOKES**

- ☐ Fireman's service and smoke detectors are required for all automatic elevators (except LULA's, Special Purpose and Residential Elevators).
- ☐ Buildings without fire alarm systems still require a supervisory panel for elevator smoke detectors.
- ☐ Smoke detectors must be installed at the top of hoistways (if sprinklered), in the machine rooms and lobbies. Hoistway smoke detector must not send elevator to bottom landing. Smoke detectors must be ceiling mounted unless otherwise listed and labeled.
- ☐ If hoistway or machine rooms are sprinklered use of shunt trips with heat detectors are required. No smoke or heats are required for pit sprinklers.
- ☐ Heat detectors must be 135 degree fixed rate, ceiling mounted within 24 inches of sprinkler head.
- ☐ Verification of electrical inspection of mainline disconnect/shunt trip wiring by means of an electrical inspection sticker affixed to the mainline disconnect.
- ☐ Piping for sprinkler heads in pit must not be fed from in the machine room.

**HOISTWAY AND PITS**

- ☐ Hoistway venting required if three floors or more (or per local code).
- ☐ Projections, recesses setbacks of more than 2 inches must be beveled.
- ☐ Top of hoistway clearances as per code requirements.
- ☐ Hoistway wiring must be complete.
- ☐ A ladder with handgrips at least 42 inches above the bottom landing must be accessible at each pit.
- ☐ A separate electrical circuit for elevator pit. GFI outlet and lighting (on line side).
- ☐ If a sump pump is installed it must be piped and wired permanently. Sump pumps are not required.
- ☐ Pits are to be sealed so no moisture can accumulate in the pit.

- ☐ Sumps must be at least 18" x 18" x 18" with a metal grate level with the pit floor.
- ☐ Guards must be installed as needed.
- ☐ Piping for sprinkler heads in the hoistway must come from separate branch lines.

### **SECONDARY & OVERHEAD SHEAVE SPACE**

- ☐ Permanent safe access and work space provided.
- ☐ Permanent lights, light switches, GFI type outlets and stop switches must be installed.
- ☐ Guards installed as required.

### **MISCELLANEOUS**

- ☐ ADA type telephones are required.
- ☐ Patch all penetrations in the hoistway and machine room.
- ☐ Elevator fronts shall be installed per prints as tested by the labeling and listed laboratory. **(No exceptions.)**
- ☐ Any variations of the hoistway or machine room after this department has approved the plans will have to be re-approved.
- ☐ Accurate hoistway and machine room sizes will be submitted for approval before a permit will be granted.

### **Compliance with the above items prior to requesting an elevator inspection will minimize delay of final approval.**

Any items not complete prior to initial inspection will require additional fees for re-inspection.  
Funds for 30-day temporary permits must be received in our office prior to elevator use.

**The fees for re-inspections are as follows: \$100 per conveyance plus \$50.00 per hour for each in addition to the first hour.**